

**Section 5.1    PARKS AND RECREATION FEES**

**Sec. 5.1.1    MAGNOLIA HALL RENTAL FEES**

**Events**

**Available:**    Monday – Thursday    8 am – 10 pm  
                         Friday – Sunday        9 am – 11 pm

**Hourly Rate:**    \$ 200 per hour, 4 hour minimum  
                             \$ 100 additional fee to use outdoor pavilion/gazebo

*A refundable security and/or cleaning deposit of \$250 collected for each event and returned if no damage has occurred.*

**Weekday Meetings**

Applies to informational meetings **ONLY**, where **NO FOOD** is served or special set up is required. This rate includes Homeowner Association Meetings. Wedding rehearsals would be included in this rate and must be held prior to 8 pm.

**Available:** Monday - Thursday, 8 am - 10 pm

**Hourly Rates:**

**8 am – 5 pm:**        \$ 25 per hour, 2 hour minimum  
**5 pm – 10 pm:**    \$ 50 per hour, 2 hour minimum

**Non-Profit Weekday Meetings**

**501 (c) 3 Charitable Organizations & Public Input Meetings**

Applies to informational meetings where **NO FOOD** is served or special set up is required. This special rate applies **ONLY** to groups with a 501(c) 3 charitable organization tax status, religious organizations, or groups sanctioned by the Cherokee County School system. Eligibility for this classification is solely determined at the discretion of City staff and can be revoked if at any time City staff determines that the classification no longer accurately applies to the renting organization or their activities. Public Input meetings required by the City of Woodstock will also be charged this rate.

**Available:** Monday-Thursday, 8 am – 10 pm

**Hourly Rate:**    \$ 25 per hour, 2 hour minimum

**Sec. 5.1.2 THE PARK AT CITY CENTER/AMPHITHEATER FEES**

**Rental Fees**

Working on updated fees and policies. Not taking reservations until completion of amphitheater construction.

**Granite Memorial Benches at War Memorial**

\$ 1,000 per bench, plus engraving at \$ 3.60 per letter

**Commemorative Bricks**

\$ 25 each

**Park Bench Plaques**

\$ 300 for the usable life of the bench

**Sec. 5.1.3 EVENTS/VENDOR FEES**

**Vendor Fees**

\$ 75 - 10' x 10' Booth Space

\$ 100 - 10' x 10' Booth Space with Electricity (110 outlet)

\$ 25 - Non-Profit 501(c) 3 Charitable Organizations

**Food Vendor Fees**

\$ 100 - Booth Space with Electricity (110 outlet)

**Sec. 5.1.4 WILLIAM G. LONG SENIOR CENTER FEES**

**Annual Membership Dues (Effective July 1, 2016)**

\$ 25 per person

**Bus Fees for Trips**

Based on round trip miles, per person.

\$ 1	0 – 50 miles
\$ 2	51 – 100 miles
\$ 3	101 – 200 miles
\$ 4	Over 200 miles

(Seniors pay additional fees to cover the cost of trips and luncheons)

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Sec. **WOOFSTOCK PARK SPONSORSHIP FEES**  
5.1.5.

**Information Kiosk Signage**

**\$ 500 per year -- Three Spots Available**

**Park Bench Plaques**

**\$ 300 for the usable life of the bench**

**Water Fountains**

**\$ 500 Annual Sponsorship**

**Shade Structures**

**\$ 1,000 each, for the usable life of the shade structure**

Sec. 5.1.6 **OLDE ROPE MILL PARK & TRAIL EVENT RESERVATION FEES**

**Community Trail Event Reservations (Limit Two Events per Year)**

**Only SORBA/Greenprints/City of Woodstock events permitted and must have a mountain bike or mountain bike and running component included in the event.**

**Park Benches**

**\$ 1,000 for the usable life of the bench**

**Memorial Tree**

**\$ 300**

Sec. 5.1.7 **DUPREE PARK EVENT RESERVATION FEES**

**Community Event Reservation Fee (Limit One Event per Month)**

**\$ 50 per hour**

**Special Event Permit Fee**

**\$ 150 permit fee**

**Memorial Tree**

**\$ 300**

Sec. 5.1.8

**THE CHAMBERS AT CITY CENTER RENTAL FEES**

**Events**

**Available:**    Monday – Thursday    8 am – 10 pm  
                         Friday – Sunday        9 am – 11 pm

**Hourly Rate:**    \$ 300 per hour, 4 hour minimum  
                             \$ 150 Flat Fee for Banquet Style Set Up  
                             \$ 200 Flat Dais Removal Fee  
                             \$ 50 Audio/Visual Fee

**Weekday Meetings**

**Applies to informational meetings where NO FOOD is served or special set up is required. This rate includes Homeowner Association Meetings. Wedding rehearsals would be included in this rate and must be held prior to 8 pm.**

**Available: Monday - Thursday, 8 am - 10 pm    STANDARD SET UP ONLY**

**Hourly Rates:**

**8 am – 5 pm:            \$ 25 per hour, 2 hour minimum**  
**5 pm – 10 pm:        \$ 50 per hour, 2 hour minimum**  
**\$ 50 Audio/Visual Fee**

**Non Profit Weekday Meetings**

**501 (c) 3 Charitable Organizations & Public Input Meetings**

**Applies to informational meetings where NO FOOD is served or special set up is required. This special rate applies ONLY to groups with a 501(c) 3 charitable organization tax status, religious organizations, or groups sanctioned by the Cherokee County School system. Eligibility for this classification is solely determined at the discretion of City staff and can be revoked if at any time City staff determines that the classification no longer accurately applies to the renting organization or their activities. Public Input meetings required by the City of Woodstock will also be charged this rate.**

**Available: Monday - Thursday, 8 am - 10 pm    STANDARD SET UP ONLY**

**Hourly Rate:    \$ 25 per hour, 2 hour minimum**  
**\$ 50 Audio/Visual Fee**

**A. Payment of Fees and Deposits**

**1. All fees payable to the City of Woodstock in connection with renting the Amphitheater shall be paid with a corporate check, money order, cashier's check or credit card (MasterCard or VISA) within 10 business days following the initial deposit and upon final execution of the Rental Agreement. If full payment is not received by this time, The City of Woodstock will cancel the reservation and will retain all deposits paid by Applicant. Failure to pay all fees may also result in denial of future permit requests.**

**2. For events booked within 30 days of the event date, payment will be due in full immediately, and will only be accepted in the form of money order, cashier's check or major credit card.**

**B. Security Deposits**

**1. The minimum security deposit (1/3 of projected expense) is required at the time an application is submitted to the Amphitheater Events Office. Depending upon the scope and nature of the proposed event, the City may use its discretion to increase the amount of the security deposit.**

**2. Deposits shall be used to repair, replace, or pay for any property damage that occurs during the rental either by the Applicant or any participant at the event produced by the applicant. The unused portion of the deposit may be refunded to the Applicant after the event. However, the deposit may be held at the City's discretion for any period of time necessary to determine the full extent of damages and to make all repairs and/or secure replacements. The deposit shall be returned upon the following conditions:**

- a) All terms of the contract have been met.**
- b) All facilities are left in good and clean condition.**
- c) Cancellation procedures have been followed.**

**3. An advance damage deposit does not relieve the Applicant of the obligation to provide a Certificate of Insurance as outlined in the Facility Rental Agreement and these policies, nor does it limit the City's right to charge the Applicant for the full amount of damages incurred.**

**4. If no damage is found, or if the deposit posted exceeds the damage claim, the excess damage deposit will be applied to any outstanding charges for rental, equipment, or services. Any remaining deposit will be refunded by City of Woodstock check or credited to the original credit card.**

### **C. Fee Waivers**

For events produced by a governmental entity or 501(c)(3) not for profit organization, the Parks and Recreation Director may, at his/her discretion, may waive application fees and rental fees for the usage of the Amphitheater provided that said use is determined to be in the best interest of the City of Woodstock and serves the civic interests of its residents. No waivers shall be granted for personnel-based or other expenses incurred or provided by the City of Woodstock.

### **D. Returned Check Policy**

Any returned checks on a damage deposit or rental fee will result in a \$25 service fee. Upon receipt of a returned check, any and all reservations will be immediately cancelled.

### **E. Facility Rental and Deposit Rates**

1. All fees for the Amphitheater are established by the City of Woodstock City Council and are subject to change.

2. Rental charges refer to the rental of the facility and do not include the cost of any labor or other costs not explicitly stated otherwise. User costs vary depending on the nature of the user.

3. Rental fees include appropriate number of staff for restroom/facility cleaning, trash removal, maintenance, etc. during the duration of the event.

#### **4. Rate Categories and Fees**

**Civic and Educational Events      \$ 500      (Per 6 Hour Minimum)**

Events that are promoted or sponsored by a public, civic, educational, religious or charitable organization. Organizations must be physically located in Cherokee County, Georgia.

A private, non-profit group must be registered with the Georgia Department of State and have a 501 (c)(3) status.

No admission, entry, or any other fees, donation or revenue producing activities may be utilized or charged.

Any costs for services provided by and incurred by the City of Woodstock for the operation of the event must be paid.

Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$100 per hour.

**Non-Profit Benefit Events                      \$1,000                      (Per 6 Hour Minimum)**

Events that are promoted or sponsored by a civic, educational, religious or charitable group or organization. Organizations must be physically located in Cherokee County, Georgia.

A private, non-profit group must be registered with the Georgia Department of State and have a 501 (c)(3) status.

Event is Open to the Public.  
Admission or entry fees may be charged

The Primary focus of the event is to raise funds for a charitable purpose. Political action groups, political parties, and political candidates do not meet the qualifications for the non-profit or civic group rate.

Any costs for services provided by and incurred by the City of Woodstock for the operation of the event must be paid.

Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$100 per hour.

**Private Events                                      \$5,000                                      (Per 6 Hour Minimum)**

Closed to the public with no admission or entry fees may be charged  
Non-revenue producing event

Any costs for services provided by and incurred by the City of Woodstock for the operation of the event must be paid.

Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$500 per hour.

**Commercial / For Profit Events                      \$7,500                      (Per 6 Hour Minimum)**

Open to the public where the primary objective is making a profit  
Admission or entry fees are charged  
Sponsor signage

Each additional hour of rental time required beyond the six-hour minimum will incur a fee of \$500 per hour.

Commercial / For Profit Events require payment in full at the time of reservation.

5. There will be no concerts or other Special Events scheduled on City of Woodstock holidays.

New Year's Day                      Memorial Day  
Memorial Day                      Independence Day

Labor Day	Veterans' Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day

#### **F. Payment for Emergency Medical and Police Personnel**

1. Applicant shall employ, at its sole expense, police and emergency medical personnel as required by the City of Woodstock to assure the safety and security of the event, guests, and staff. The work is considered outside voluntary employment which is scheduled by the City of Woodstock and is not considered overtime.

2. When City of Woodstock off-duty public safety personnel are to be provided, a separate escrow deposit must be provided to the Special Events Coordinator at least 10 days prior to the event for the estimated personnel costs associated with police and emergency medical personnel.

3. Applicant shall pay all assigned public safety personnel at the end of their shift on the day of the event in cash or certified check.

G. Non-City of Woodstock Sponsored Events will be limited to one (1) event per month unless approved by the Woodstock City Council.

### **Cancellations and Refunds**

#### **A. Cancellations and Refunds**

1. Applicants, their guests, and contractors are bound by these Policies and Procedures. The City reserves the right to terminate any approved use of the facilities should these policies not be followed. The failure by the City to terminate use of the facility or to exercise any right, power, or authority shall not constitute a waiver of the terms or conditions of the Rental Agreement and shall not affect the rights of the City to enforce against any other or subsequent breach by the promoter.

2. Refunds of fees and deposits require written notice of cancellation 90 days or more prior to rental date. Cancellation notices of less than 90 days of scheduled date will result in a complete forfeiture of deposit and rental fees.

3. In the event that the Amphitheater is unable to deliver possession of the facilities, it will refund all deposits and rental payments to the Applicant in their entirety.

#### **Sec. 5.1.10 COMMUNITY GARDEN FEES**

##### **Plots**

\$ 25	10' x 10' Plot
\$ 50	20' x 20' Plot



